**iPad Tips & Tricks**

**General Settings**

Brightness and Wallpaper- enables the user to change the brightness of the screen

Picture Frame- customize slideshow timing

General

About- displays the iPad’s capacity, current iOS version, serial number, model number of iPad

Sounds –enables user to lock sounds and disable keyboard clicks

Restrictions- enables restrictions on apps

Use Side Switch locks rotation of iPad

Date and Time changes time zones and clock display

Accessibility

Voice Over

Zoom

Large Text

White on Black

Physical and Motor- Assistive Touch and Triple-click Home

Mail, Contacts, Calendars-

Add Account- to set up an email account

Microsoft Office Exchange

Email: Type your email address

Server: mail.jdpsbk12.org

Domain: detel

Username: type username

Password: type your password

Description: Exchange

**Saving Battery Life**

Double Tap home button to close any app that you are no longer using.

Turn off Aiplane Mode (if your battery is low and you aren’t in need of Wi-Fi, Bluetooth, etc.)

Settings…Airplane Mode

Disable “Fetch New Data”

Settings…Mail, Contacts, Calendars…Fetch New Data

Turn Off unnecessary location services

Settings…Location Services

Set Auto-Lock- The sooner the iPad is locked, the less battery is used

Settings...General…Auto-Lock

**Other Battery Tips**

* Apple recommends charging the battery to 100% and then completely running it down at least once per month.
* If you notice that your iPad gets hot when you charge it, take it out of its case before charging.
* An iPad will charge faster if it is powered off.
* Keep iPad out of the sun. Heat kills batteries faster than any other factor.

**Use a Password**

You can password protect your iPad.

1. Tap “Settings” …“General”… “Passcode Lock”

2. Next to “Simple Passcode”, tap “On” to use a 4 digit number or “Off” to use a longer password with letters, numbers, etc.

3. Tap “Turn Passcode On”

**Note:** If using a smart cover, your screen will not lock when the cover is closed. You can adjust this in Settings/General.

**Make Restrictions**

Restrictions allow you to control access to particular app and features. Go to Settings/General/Restrictions

1. Tap “Enable Restrictions”

2. Create a 4 digit passcode.

3. Turn off any app you wish to restrict access to. (Turn off Ping to greatly increase battery life.)

4. Under “Accounts”, tap “Don’t Allow Changes” to restrict a user from disabling your “Find your iPhone app”

5. Under “Allowed Content”, you can turn off “In-App Purchases and restrict access to certain content

**Getting Around**

1. To quickly return to Home Screen, click the Home button.

2. To rearrange Icons, tap and hold an icon until it wiggles. Drag the icon to rearrange them.

3. To delete an app, tap and hold an icon until it starts to wiggle. An x will appear on the top right corner of all applications you got through the App Store. Tap the x and confirm removal by tapping ‘Delete’. *Remember that you must remove it from the iTunes Applications as well or at least disable the sync option for this application.*

4. To create a folder, tap and hold an icon until it starts to wiggle. Drag one app on top of another to create a folder. You can store up to 20 apps in one folder. Rename the folder if needed by tapping the “x” located at the right side of the title and enter the new name.

5. To add apps to bottom tray, click and hold on any icon (just as you do to rearrange apps), you'll unlock each app's position. Then just drag any two additional apps into the bottom tray.

6. To search for an app, use Spotlight Search. Go to the page to the left of your home page and type in the name of the app.

7. To navigate easily,

use four fingers to swipe up to reveal the multitask bar

swipe four fingers down to close the multitask bar

use five fingers to pinch to close an app (return to the home screen)

with an app open, swipe four fingers to the side to switch between apps.

8.  Holding down the volume down button for about two seconds will mute your iPad.

**Typing Tips**

1. When finishing a sentence if you tap the space bar twice, the iPad will automatically insert a period followed by a space.

2. Double Tap a word to get the menu to cut, copy, paste, or replace a word. To expand your selection, drag the blue dots on either end of the selection. If you are in a text editor (like an email message) you can tap 4 times to select a whole paragraph.

3. If you’ve made a mistake while typing, hold your finger on the text until a magnifying glass appears and slide your finger to your mistake. This makes it a lot easier to see where the cursor will be positioned.

4. To turn on Caps Lock, double tap the shift Key (Up Arrow)

5. To find alternate character, while typing you can press and hold a letter which will bring a pop up with different variations of that letter. This is very useful if you are typing in a different language or names like Reneé. Remember to press, hold and slide your finger to the character you would like. Letter with alternates are E, Y, U, I, O, A, S, L, Z, C, N, !, 0, -, $, &, ., ?, ‘, “, %)

6. To type an apostrophe, tap the hold down the ! key and then slide your finger up to access it.

7. Undo Typing - To undo what you just typed, shake the iPad and click Undo Typing.

8. To define a work, tap and hold a word (email, notes, web, anywhere you can select text) and select dictionary.

9. To split the Keyboard, swipe two fingers to the outer edges of the keyboard to split the keyboard for typing with your thumbs. Swipe two fingers towards the center of the keyboards to rejoin.

10. To add the Emoji keyboard (emoticons) go to settings/general/keyboard/international and tap “Add new keyboard” and select Emjoi from the list.

**Cleaning the Screen**

The iPad screen has a coating on it that will diminish over time and with the use of window cleaners, household cleaners, etc. To clean, simply wipe the screen with a soft, lint-free cloth to remove oil left by your hands.

**Extras**

Digital Photo Frame - The iPad doubles as a digital picture frame. When you wake the iPad, look to the right of Slide to Unlock. You'll see a flower. Click it. The slideshow will begin after a moment. You can change the settings. (Note: If using a passcode lock, you need to make sure “Picture Frame” is turned on under the “Passcode Lock” settings.)

Maps After pinning a location, click this icon  to access street view.

When using the camera app, tap on your subject to both focus on and meter the light properly.

**Resources**

Calcasieu Parish School System - [www.cpsb.org/ipad](http://www.cpsb.org/ipad)

Fifty Really Useful iPad Tips and Tricks <http://www.techradar.com/news/mobile-computing/tablets/50-really-useful-ipad-tips-and-tricks-688556>

Ten Essential iPad Tips and Tricks <http://gizmodo.com/5508399/10-essential-ipad-tips--tricks>

The Best iPad Tips and Tricks <http://www.techsupportalert.com/content/ipad-tips-and-tricks.htm#Lock-Screen-Orientation>